

FLEET SERVICES MANAGER

Department of Public Works (DPW)

PURPOSE: Under general supervision of the Buildings and Fleet Superintendent, this key DPW Operations Division position manages the operations and budget of the Fleet Services Section which includes a rolling stock of 2,750 valued at \$110 million dollars and a staff of 250 employees.

Fleet Services provides prompt, competitive, quality services that meet customer's needs through a diversified workforce of ASE-certified mechanics and technicians, experienced fleet drivers, dispatchers, quality assurance and specifications professionals, and other skilled support staff.

ESSENTIAL FUNCTIONS:

- Manage and direct the operations and budget of the Fleet Services Section.
- Assume responsibility for the following: general supervision of the section, budget and control, development of equipment specifications and approvals, establishment of lease and rental rates, supervision of Department of Public Works service contracts for snow plowing.
- Represent Fleet Services at meetings (e.g., Finance and Personnel, Purchasing Board, Standards and Specifications Committee, City Service Commission, Grievance Committee, labor relations and budget-related).
- Mobilize fleet and contractors for emergencies, including snow plowing and salting, and coordination of activities with other bureaus.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business, Automotive Technology or closely related field from an accredited college or university.
2. Five years of significant fleet management experience which includes responsibility for a large diverse fleet (e.g. passenger vehicles, trucks and heavy equipment).
Note: Equivalent combinations of training and experience may also be considered.
3. Valid driver's license at time of appointment and throughout employment.
4. City of Milwaukee residency within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience in the management of equipment that supports snow and ice control operations.
- Public Sector experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Knowledge of up-to-date management and supervisory principles, procedures and methods; repair maintenance servicing; and inventory control related to large fleet operations.
- Ability to plan, direct and manage the operations and personnel of a large fleet.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; ability to work independently and as part of a team.
- Ability to evaluate programs, select alternate approaches and program development.
- Ability to analyze, evaluate, prioritize, solve problems and improve systems.